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EXECUTIVE SECRETARIAT  
Routing Slip

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Remarks: To 6: For info and appropriate action.  
If there's something here that warrants  
DDCI and DCI attention, please advise them  
accordingly.

Executive Secretary

24 July 78

Executive Registry
78-4719



COMPTROLLER GENERAL OF THE UNITED STATES  
WASHINGTON, D.C. 20540

OLC #78-2812
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S-103315

July 21, 1978

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TO THE HEADS OF FEDERAL DEPARTMENTS AND AGENCIES:

Enclosed is a copy of our report to the Congress on ways to achieve savings and better accounting control over Government travel expenses by using discount airline fares and teleticket machines. Basically, the report shows that Federal agencies lacked controls to ensure that all costs associated with air travel are minimized. As a result, millions of dollars have been unnecessarily spent annually for Federal air travel.

This report contains recommendations to you on pages 14 and 24. As you know, section 236 of the Legislative Reorganization Act of 1970 requires the head of a Federal agency to submit a written statement on actions taken on our recommendations to the House Committee on Government Operations and the Senate Committee on Governmental Affairs not later than 60 days after the date of the report. It requires similar reports to the House and Senate Committees on Appropriations with the agency's first request for appropriations made more than 60 days after the date of the report.

Peter B. Huestis  
Comptroller General  
of the United States

Enclosure(s)

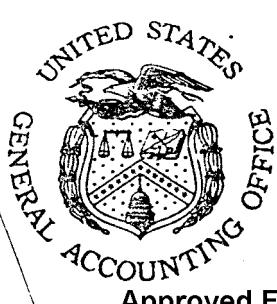
BY THE COMPTROLLER GENERAL

# Report To The Congress OF THE UNITED STATES

## Use Of Discount Airline Fares And Teleticketing Would Help Save On Government Travel Expenses

Federal employees frequently have not obtained available discount airline fares because the General Services Administration and other Federal agencies have inadequate financial controls and oversight of agency travel. As a result, millions of dollars have been spent unnecessarily on commercial air travel.

Agencies could also save on travel personnel and administrative costs by using teleticket machines more effectively and by purchasing rather than leasing them. Costs would be reduced in procuring airline tickets, processing unused tickets for refunds, and auditing travel expenditures by the General Services Administration.



FGMSD-78-46

JULY 21, 1978